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~~SECRET~~

3 March 1955

See D-118 file
for original

MEMORANDUM FOR: Assistant to the Director

SUBJECT: Items for the Assistant Director's Meeting - 7 March 1955.

1. Recruitment:

There has been a marked increase of late in a tendency on the part of individual offices to undertake their own recruiting without coordinating with the Office of Personnel. While it is a fact that Personnel recruiters are not competent to decide finally on the wisdom of employing many types of individuals for whom the Agency has a need, we are heading for serious trouble in our relations with recruitment and other sources if all approaches are not properly coordinated.

I consider it highly important to the Agency that recruitment by individual components be undertaken only after full and complete coordination with the Office of Personnel.

 is prepared to discuss this subject.

2. Outstanding Advances:

The Inspector General has made a recommendation, in which I concur, that the subject of "outstanding advances" be discussed at the Director's Meeting with Assistant Directors, Staff Chiefs, etc.

I am attaching hereto a copy of a report prepared by the Office of the Comptroller on this matter. Mr. Saunders and I are prepared to discuss the subject in some detail; however, it would be helpful if the Director could introduce our remarks by stating, as a minimum, that he had noted this problem and desired to have all overdue, outstanding advances cleared up at the earliest possible date.

DD/S:LKW:laq
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Comptroller - w/ cc of att.

~~CONFIDENTIAL~~1/s/z
L. K. WHITE
Deputy Director
(Support)

1 Att:

Memo dtd 24 Feb 55 to Comp
fr C/FID, sub: "Status of Advances," w/att.~~SECRET~~